

# /// lead campus

## Terms & Conditions

### 1. Preamble

"lead campus" is a merger of the four research institutions in the ETH Domain (Eawag, Empa, PSI and WSL) into a joint education centre. The internal course programme is aimed at the staff of the four institutions and is coordinated by the lead campus office. This is located at PSI in Villigen. According to the course description, the educational offers take place at different locations.

### 2. Radiation protection offers

The offers in the field of radiation protection are available to PSI employees, but are mainly offered via the PSI training portal for external participants. Administration is also carried out via lead campus.

### 3. Deregistration from an educational offer by the participants

a) Form: Any deregistration from an educational offer must be made in written form.

b) Fees: The following fees will be charged for cancellations:

- from 5 to 2 weeks before the start of the course: CHF 150
- up to 1 week before the start of the course: 50% of the course fee
- in the week before the start of the course, during the course or in case of no-show: 100% of the course fee plus an administration fee of CHF 50.

### 4. Cancellation of a course by lead campus

a) The lead campus office ensures that all possible measures are taken to ensure that the courses are held on time and with complete teaching content. In case of cancellation at short notice or in the event of interruption of the course due to force majeure or illness of the course instructor, the course will be made up for at a later date.

b) The minimum number of participants is usually six people. If this is not achieved, the school management reserves the right to cancel this course.

### 5. Exclusion of claims

Further claims, such as reimbursement of hotel costs, loss of work, etc., are expressly excluded.

### 6. Insurance

Insurance is the responsibility of the participants.

### 7. Attendance regulations

For admission to the examinations (for recognised courses) or the issue of a certificate of attendance, there is a minimum attendance requirement of 80% of course duration. If this is not achieved, the course must be repeated.

### 8. Additional costs

Catering costs or any parking fees are generally not included in the course costs. The regulation of material costs and/or examination fees are mentioned in the course description.

Management lead campus, April 2024